

Welcome to the Bay County Misdemeanor Diversion Program

The Bay County Misdemeanor Diversion Program was created to offer first-time offenders an alternative to prosecution. Once the program has been completed, the charge(s) will be dismissed.

Program Restrictions:

1. You must have been charged with an Eligible Crime, the list is available on the link above (most common is MIP).
2. You must be 18 years or older to enter this Program.
(If you are under 18, contact Department of Juvenile Justice at 850-872-7630)
3. Have no other prior charges/convictions in our County.
Unless referred/approved into this Program by an Assistant State Attorney's.
4. Have NO restitution owed to a victim in the case.

How to enter the Program:

Submit a Contract (Without a APPROVED Contract you are not in the Program):

Click on "Contract" above to fill out and submit your contract electronically (which is the fastest/preferred method). You **cannot use Google Chrome or Safari**, and you must have the most updated version of Adobe (link is provided above). Once you submit it, you will receive an email confirming your submission. If you do not receive that email, your submission was not successful. Within 7-10 business days you will receive an email of Acceptance into the Program. If you don't receive an email from **OUR** office at least 2 *business* days prior to your court date, please contact our office to follow up. **TO ALLOW FASTER PROCESSING, DO NOT FOLLOW UP UNTIL THAT TIME!!** Upon Acceptance, we will submit your contract to the Clerk of Court which will replace your court date, and you will no longer be required to appear in court. *Please include your email address on the contract.* This is the **only** way you will receive correspondence and updates from us on your case.

ONLY USE THE "MISSED COURT DATE CONTRACT" IF YOU'VE ACTUALLY MISSED YOUR COURT DATE AND A WARRANT HAS BEEN ISSUED.

The requirements are the same; however, instead of 90 days to complete the program, the terms are now 30 days.

IF YOU'VE RECEIVED A LETTER STATING YOU HAVE FAILED THE PROGRAM, DO NOT SUBMIT ANOTHER CONTRACT.

Submit ALL OF THE FOLLOWING requirements:

From the date of Acceptance in the Program, you will have 90 days to complete **ALL** the following **3** requirements (If you have missed your court date, you will have only 30 days):

1. Pay Program fee of \$200, which is payable with a credit/debit card through the "Pay Fees Online" link above. You may also send a money order/cashier's check issued to the **State of Florida (address below)**. **DO NOT SEND CASH or PERSONAL CHECKS.** [Defendant may complete an additional 20 hours of community service in lieu of paying the Program Fee. In short, do 28 hours, and take/pass the Online Test. This will satisfy this Program requirement. You do not need to notify our Office if you choose to work more hours, just submit them and the fee will be waived upon verification.](#)
2. Perform 8 hours of community service at a non-profit organization, which can be done where you live. The Community Service form is located under forms on the top side of this page. Print the form and take it with you to do your hours. [The Defendant may pay an additional \\$80.00 in lieu of completing the 8 hours of Community Service. In short, pay \\$280, and take/pass the Online Test. This will satisfy this Program requirement. You do not need to notify our Office if you choose to pay for your hours, just submit the payment and the hours will be waived.](#)
3. Take and Pass the Online Educational Test with a minimum score of 70%. Click the link above "Take Test Online", read/follow the instruction screen that follows. Your test scores are submitted automatically to our office, [you do not need to send a copy of your results.](#) You may retake the test up to 5 times; this is an "Open-Book Test" and takes approximately 30 minutes on average to complete.

**Once all the requirements are completed and received within the 90 days (30 days for missed court dates).
Your charge(s) will be dismissed (dropped).**

Contact Information

State Attorney's Office, c/o Misdemeanor Diversion Program
PO Box 1040, Panama City, FL 32402
Office: 850-872-7683, Fax: 850-872-4461
Email: divprogram@sa14.fl.gov